CDN XL System User's Manual
Module: Orders

Zintegrowany system ERP do zarządzania przedsiębiorstwem

COMARCH
SYSTEMY INFORMATYCZNE

Scenarios

The following chapter describes the basic scenarios of actions, which can be performed while working with the module: Orders. The description contains many references to the above description of particular windows, which will be useful while performing specified activities.

3.1.1   Registering offer inquiry

Offer inquiry registration is the first performed activity while doing the turnover by the order method. The module: Orders, in response to the users' needs, allows to omit this phase, just like the next one – offer, because placing an order does not always follow placing an offer or offer inquiry.

Below are the following steps to register an offer inquiry:

- Open the window: Offer inquiry by

clicking on the button: ▾[Menu of available documents], located next to the icon:
🔳 [New purchase order]. From the dropped down submenu, select an item: Purchase inquiry or sales inquiry, or

in the window: List of inquiries, in the tab Inquiries/Sales (Pic. 3.2) or

Inquiries/Purchase, click on the button: ➕[Add offer inquiry] or press the key: <Insert> on the keyboard.

- The opened window must be filled in according to the instruction described in the chapter: 3.8 Offer inquiry, including the specification of sales and purchase inquiry.

- Once the fields have been filled in, click on the button: 🔲[Save changes].

The offer inquiry will be registered and added to the offer inquiries list.

3.1.2   Making changes in offer inquiry

Changes, in an offer inquiry, can be introduced only when the inquiry has not been previously converted into an offer.
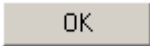
Below are the following steps to make changes in the offer inquiry:

- Open the window: Offer inquiry (to be edited) by selecting that inquiry on the list and

  click on the button: 🔍[Change] or

  select the option: Change, from the context menu (dropped down with the right mouse button);

- Insert changes in the opened window: Sales/purchase inquiry.

- Save changes by clicking on the button: 🔲[Save changes].

3.1.3   Deleting offer inquiry

An offer inquiry can be deleted from the offer inquiries list, only if that inquiry has not been previously converted into an offer.

Below are the following steps to delete an offer inquiry from the list:

- On the list of inquiries, select an inquiry to be deleted (multiselect mode, in which the inquiries are displayed, allows to select many items simultaneously),

- Click on the button: 🗑️[Delete] or

- Select the option: Delete, from the context menu (dropped down with the right mouse button).

- You will be asked to confirm the deletion. If you click on the button: [OK], the selected item/items will be deleted. If you click on the button: , the operation will be cancelled.

⚠️   ATTENTION: You cannot delete an offer inquiry, on the basis of which, an offer has been created.

3.1.4   Converting offer inquiry into offer

An offer inquiry can be converted into an offer for each registered inquiry.

Below are the following steps to convert an offer inquiry into an offer:

- On the offer inquiries list, select an offer inquiry to be converted into an offer.

- Click on the button: [Convert into offer]. The window: Sales/purchase offer will be displayed, depending on a selected offer inquiry.

- In the opened window: Sales offer (or Purchase offer), fill in the fields according to the description in the chapter: 3.9 Sales/purchase offer, including the specification of sales and purchase inquiry. Once the fields have been filled in, click on the button: [Save changes]. A new offer will be registered on the list of offers.

3.1.5 Registering offer

To register a sales offer:

- convert an offer inquiry into an offer (chapter: 3.17.4 Converting offer inquiry into offer),

- register a new offer.

Below are the following steps to register a new offer:

- Open the window: Sales offer by

  clicking on the button: [Menu of available documents], located next to the icon: [New purchase order]. From the dropped down submenu select an item: Sales or Purchase offer, or

  in the window: List of offers, in the tab Offer/Sales or Offer/Purchase, click on the button: [New] or press the key: <Insert> on the keyboard.

- The opened window must be filled in according to the instruction described in the chapter: 3.9 Sales/purchase offer, including the specification of sales and purchase inquiry.

- Once the fields have been filled in, click on the button: [Save changes]. A new sales offer will be registered and added to the sales offers list.

3.1.6 Preparing different variants of offer

The module: Orders, anticipates different variants of offers. It means that one offer can have many variants. For example: the same article may be proposed in different prices, or in different quantities. It is also possible to propose different types of the same article, e.g. TV sets from different producers, or cars with different equipment.

A new variant of offer can be registered in the window: Sales/purchase offer in the tab: General.

Below are the following steps to register a new variant of offer:

- In the window: Sales/purchase offer, in the tab: General, click on the button: [Select variant of offer], located next to the field: Variant.

- From the dropped down list box, select an item: <New variant>. The question, shown on the picture below (Pic. 3.40), will be displayed.
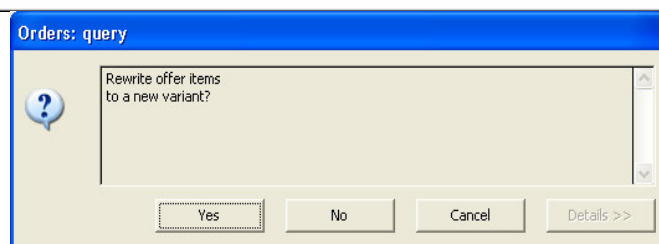
Pic. 3.40 Inquiry about registering a new variant of offer

- The button: [Yes] will generate a new offer, identical to the one, which was being edited while generating a new variant. The only changes, which will be inserted in a new offer, are: the offer number (the first free number for the same series will be given) and the drafting date (the current date). The created offer can be freely modified.

- The button: [No] will generate a new offer, which header will be the same as the header of the previous offer (that is, partner, global discount, payment form etc.). Drafting date will be changed and a new number will be given. The offer, however, will not contain any items. All items must be inserted manually.

- The button: [Cancel] will cancel the operation and return to the original offer.

- Select one of the buttons: [Yes] or [No], enter the necessary data in the opened window and register a new variant by clicking on the button: [Save changes].

- All the offer variants, created in this way, can be completely independent – can be assigned to different operators, may contain different elements etc.

- All the variants, which have been created for a given offer, can be displayed in the field: Variant, in the tab General. The item: <New variant> will always be displayed on this list.

3.1.7   Confirming variants of offer

Offer confirmation depends on two parameters:

- The right to confirm a document
- Confirm offer automatically.

The parameters are defined in sales offer document definition and in purchase offer document definition. The documents definitions can be found in the module: Administrator, in the window: Documents definitions.
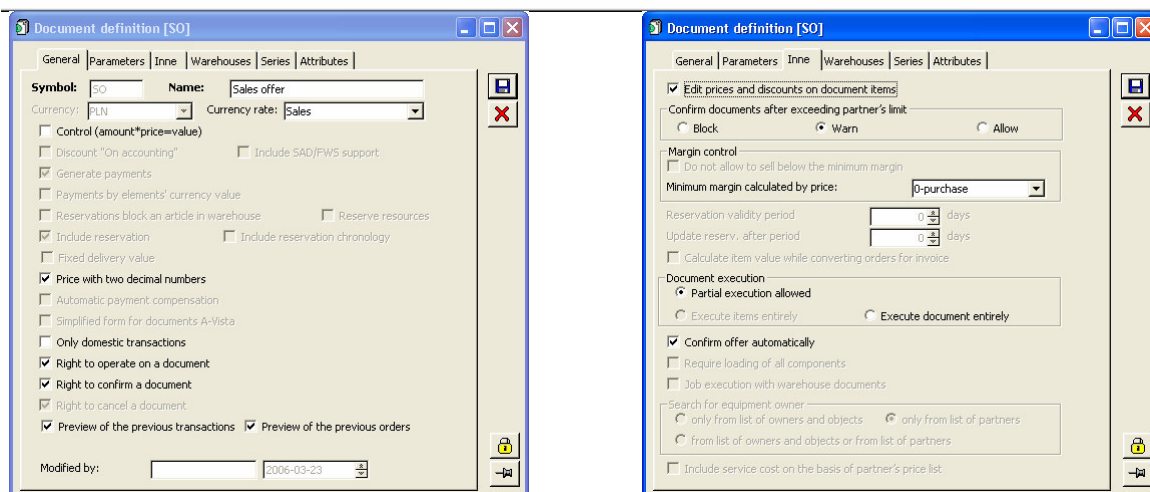
Pic. 3.41 Selected parameters: Right to confirm document and Confirm offer automatically.

There are two possible situations, depending on defining these parameters:

- If the parameters are selected, the offer variant is always confirmed – regardless of the offer status, whether it is confirmed, unconfirmed or rejected.

ATTENTION: If the offer variant was generated as confirmed, a confirming operator will be the one, who creates a new variant of the offer (window: Sales/purchase offer, tab: Header, field: Confirmed).

- If the parameters are not selected, the offer variant is always unconfirmed (regardless of the offer status).

3.1.8 Converting offer into order

An offer can be converted into an order only if that offer is confirmed.

Below are the following steps to convert a purchase offer into an order:

- On the list of offers, select a sales/purchase offer to be converted into a sales/purchase order.

- Click on the button: [Convert into order] or from the context menu (dropped down with the right mouse button) select the item: Convert into order. The window: Sales/purchase order will be displayed (depending on a type of offer, out of which the order was generated).

- In the opened window fill in the fields according to the description in the chapter: Sales/purchase order, including the specification of sales and purchase order.

- Once the fields have been filled in, click on the button: [Save changes]. A new order will be registered on the list of orders.

Registering sales/purchase order

A sales/purchase order can be registered as a new order, without previously placing an offer inquiry or an offer. It can also be registered after placing such offer or offer inquiry. In such situation, the items for order are transferred by converting the offer to the order. The transferred data can still be changed. Some values of a specified order, can be modified and be different than the values, which were saved in the offer (e.g. article prices).

The steps to register a sales order:

- convert an offer to a sales/purchase order,
- register a new order.

Below are the following steps to register a new sales/purchase order:

- Open the window: Sales/purchase order by:

  clicking on the button: ![icon] [New purchase order], or ![icon] [Menu of available documents] and from the dropped down submenu, select the item: Sales order or

  in the window: Orders list, in the tab Orders/Sales or Orders/Purchase, click on the button: ![icon] [New] or press the key: <Insert> on the keyboard.

  The opened window must be filled in according to the instruction described in the chapter: Sales/purchase order.

- Once the fields have been filled in, click on the button: ![icon] [Save changes]. The new order will be registered and addend to the orders list.

3.1.9   Generating purchase order out of sales order

While working with the module: Orders, it is possible, that someone will order an article, which quantity will not be entirely available in stock. In such situation, it is necessary to purchase the missing quantity. The module: Orders, anticipates the possibility to generate a new purchase order out of a sales order. This function speeds up the turnover process. It automatically transfers the data, resulting from a sales order, to a purchase order. A purchase order cannot be generated out of an executed sales order (executed order is marked in maroon).

Below are the following steps to generate a purchase order out of a sales order:

- On the sales orders list, select an order, out of which a purchase order must be created; To select an order, use the left or the right mouse button or the key: <Space> on the keyboard;

- Click on the button: ![icon] [Document type], located next to the icon: ![icon] [Convert into sales invoice]. From the dropped down list, select the item: Purchase order. A window: [Select method of orders list optimization (Pic. 3.42) will be displayed;

- Choose a method by selecting one of the described fields.
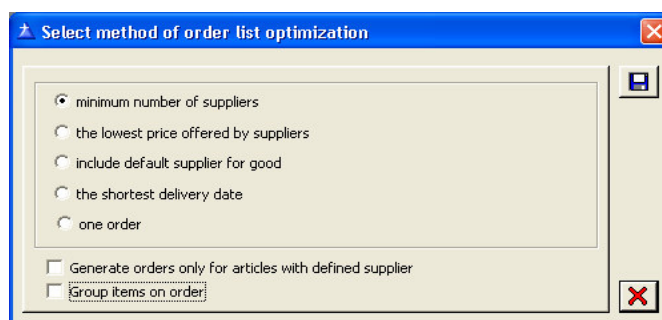
Pic. 3.42 Selecting method of orders list optimization

- The optimization methods depend on the way the tab: Partners is filled in, in the window: Article card, for an article of the transaction.
- There are three optimization methods:

minimum number of deliverers – a partner, registered in the article card, be default will be set in a newly created purchase order (window: Article card, tab: Partners). If there are many partners entered in the tab, then the one, who is the first in the alphabetical order, will be inserted in a new purchase order.

the lowest price offered by deliverers – a partner, who was entered as a deliverer offering the lowest price on the article card , will be inserted in a new purchase order.

include a default deliverer for article – a partner, who was entered as a proposed partner on the article card, will be inserted in a new purchase order.

the shortest delivery time – a partner, who was entered as a deliverer offering the shortest delivery time on the article card, will be inserted in a new purchase order.

one order – if a purchase order is generated out of many selected sales orders, then this parameter will decide, whether only one purchase order, which groups the source items, or many orders will be generated out of the sales orders – adequately to the source orders.

generate orders only for articles with a defined deliverer – this function allows to generate an order only for articles with a deliverer defined on the article card. If a deliverer was not defined, a purchase order will be generated only for other articles (with a defined deliverer). If a sales order contains only articles without a defined deliverer, a purchase order will not be generated at all.

generate items on order – this option allows to group the items from the source sales order in a purchase order. If the option is deselected, the items and the quantities will be copied the same way they were registered in that order.

- Once the orders list optimization method has been selected, click on the button: [Convert]. A new purchase order will be added to the purchase orders list. You will be informed about this with the message, presented on the Pic. 3.43.
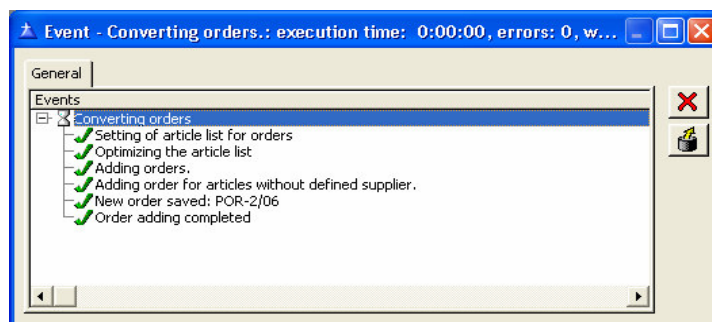
Pic. 3.43 Message about generating a new purchase order out of sales order.

In order to enter data to a new order, select the tab: Purchase and the order, which was generated out of sales order. Click on the button: [Change]. The window: Purchase order, will be displayed. Enter the data necessary to place a correct purchase order. The window filling in method was described in the chapter: Sales/purchase order.

If article code has been changed in a purchase order, which was generated out of a sales order, the message informing about connecting the elements of both orders, will be displayed. The button:

- Yes – will disconnect the connection and enter a new code of article in the purchase order element (if sales order element remains unchanged).

- No – will not disconnect the connection. A new code of article will be entered in the purchase element. A new article will be also entered in the element of the source sales order.

3.1.10 Generating internal order out of sales order

An internal order, generated out of a sales order, allows to deliver the missing article (which therefore cannot be sold to a partner) to the source warehouse, indicated in SOR.

Below are the following steps to generate an internal order out of a sales order:

- On the list of orders, in the tab: Sales, indicate an order, for which the internal order will be generated.

- Click on the button: ▾, located next to the icon: 📄 or 📄 (depending on a type of transaction: domestic or other, defined for the selected order). and from the dropped down menu, select the option: Internal order.

- The window: Internal order, will be displayed. Fill in the window according to the description in the chapter: 3.11 Internal order. A target warehouse, which is the source warehouse in the sales order, by default will be indicated in the generated IO.

3.1.11 Generating sales order out of purchase order

A sales order can be generated out of a purchase order. The sales orders can also be generated out of orders, which have not yet been executed.

Below are the following steps to generate a sales order out of a purchase order:

- On the list of purchase orders, select an order, out of which a sales order must be created;

- Click on the button: ▾[Document type], located next to the icon: 📄[Convert into purchase invoice] and from the dropped down list select the option: Sales order. A window: Sales order will be displayed.

- Fill in the window according to the description in the chapter: Sales/purchase order.

- Once the fields have been filled in, click on the button: 💾[Save changes]. A new sales order will be registered and added to the sales orders list.

3.1.12 Registering correction to order

A correction to order is a document, which allows to change the registered sales orders or purchase orders. The correction creates a new order on the basis of the unexecuted items of the corrected order. The reservations, which result from that order, are cancelled and the new ones, which result from the correction, are created.

Only the active orders are subject to correction, that is the corrections, which have been confirmed or those, which are being executed. If there are documents, drafted out of the order, which are currently in buffer, the system allows to block the possibility to draft a correction to the orders or to close a document, which is being executed. This is due to the fact, that the trade and warehouse documents operate on the reservations, which are created while confirming an order. If an order or a correction is closed, the reservation is deleted. In such case, the documents, which will be taken out of buffer, will try to operate on the reservations, which are no longer in the database.

To check the article stocks, in order to execute an order, click on the button: 📄[Unexecuted quantity], in the tab: General of the executed order, (Pic. 3.44).

Pic. 3.44 Sales order – under execution.

Below are the following steps to register a correction to an order:

- On the list of sales or purchase orders (depending on a type order, which the correction must refer to) select the corrected order;

- Click on the button: [icon][Order correction]. Is the sales order is corrected, the window: Sales order will be opened. If the purchase order is corrected, the window: Purchase order will be opened.

- Fill in the fields in the opened window according to the description in the chapter: Sales/purchase order.

- Once the fields have been filled in, click on the button: [icon][Save changes]. The correction will be registered as a new order, which will be added to the list of sales or purchase orders.

[icon] ATTENTION: The information about the sets is not transferred to the correction elements while creating a correction to order.

3.1.13 Registering correction to a few orders

The module: Orders allows to draft one correction to a few orders. Such correction creates a new order on the basis of the unexecuted items of the corrected order. It also closes the corrected orders for such quantities, which result out of the executed items. The reservations, which result from the corrected orders, are cancelled and the new reservations, which result from the order correction, are created.

Below are the following steps to register correction to a few orders:

- In the menu: Lists, select an item: Partners list or click on the button: [icon][Partners list], located on the toolbar;

- From the displayed partners list, select a partner, for whom such correction will be drafted and click on the button: [icon][Partner's history], located on the toolbar. The window, presented on the Pic. 3.45, will be displayed.
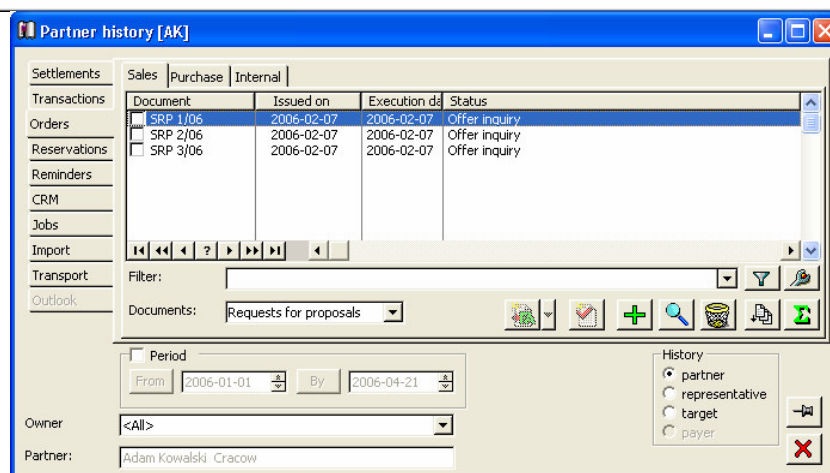
Pic. 3.45 Partner's history including the active orders list.

- In this window: Partner's history, select the horizontal tab - Orders. This tab includes the vertical tabs: Sales and Purchase. Select one of these tabs, depending on a type of order, to which the correction must be drafted.

- In the vertical tab: Sales or Purchase, next to the field: Documents, click on the button: ▾[Select execution status] and from the dropped down list, select the item: Active Ord. (Active orders).

- On the displayed documents list, select the documents, to which a correction must be drafted. To select a document, press the key: <Space> on the keyboard or click on the left mouse button on the document. To select a few documents, hold the key: <Ctrl> on the keyboard during this operation.

- Once the documents have been selected, click on the button: [Selected orders correction]. If sales orders are corrected, the window: Sales order, will be displayed. If purchase orders are corrected, the window: Purchase order, will be displayed.

- Fill in the opened window according to the description in the chapter: Sales/purchase order. The filled in order will be the correction to many orders.

- Enter the necessary data and save it by clicking on the button: [Save changes]. The order correction will be registered as a new order, which will be added to the list of sales or purchase orders.

3.1.14   Generating document out of sales order

A document can be created out of order only when the order has been positively confirmed. The order is confirmed in the window: Sales order, in the tab: Confirmation. (More information can be found in the chapter – Window: Sales order, tab: Confirmation.

Below are the following documents, which can be generated out of sales order:

- sales invoice
- external release
- internal expense
- warehouse release
- cash-desk receipt
- purchase order
- assembling job

- export invoice
- export external release
- internal invoice
- internal order
- purchase order
- production job

Below are the following steps to create a document out of sales order:

- On the list of sales orders, select an order, out of which a document must be created;

- Click on the button: ▾[Document type], located next to the button: 🗏[Convert into sales invoice]. From the dropped down list, select a name of a document to be created.

Once the document has been selected, the program:

- creates a header of a new document by giving to it the next number, inserting a partner and setting all the parameters, according to the order,

- analyses all items of orders and checks, for each one of them, if the item on a trade document can be created (e.g. if the needed article quantity is in stock). If a given item can be created, it will be created according to the particular order item (quantity, prices, discount amount) and the reservation, which was automatically created by the order the moment it was confirmed, will be liquidated,

- generates particular payments once the specified elements have been generated (payments are generated according to the settings in the tab: Payments, in the window: Sales order). The payments will be generated if a parameter: Generate payments, has been selected on a given document (SI, ER) definition and in the rights structure. If any errors occur during conversion, e.g. not enough article in stock, a list of messages will be displayed (Pic. 3.46).

If the conversion has been successfully performed, without any errors, the window for the document, which was to be generated out of an order, will be displayed.

⚠️ ATTENTION: If the field: Calculate item value while converting orders into invoices, has not been selected and the price/value have changed while generating the item (e.g. if selecting the field: quantity , price, value and price to grosz – on documents definitions to be generated), the warning about the change will be displayed in log.
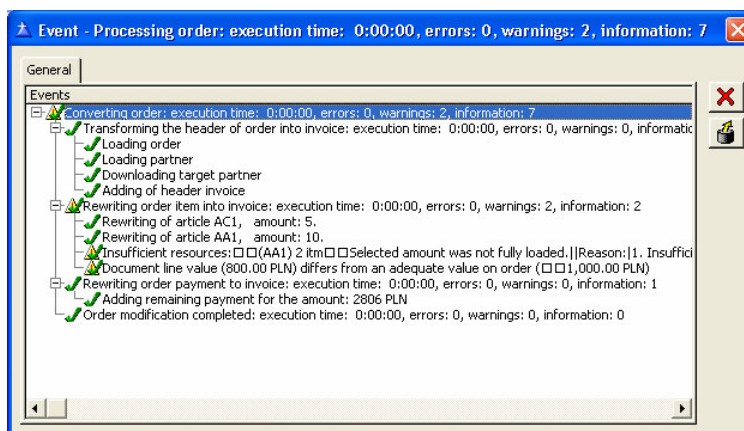
Pic. 3.46 Window with the list of messages displayed while generating a document out of sales order.

> **ATTENTION:** If article is indicated in the auxiliary unit in (sales/purchase) order, the item will be grouped in the same unit in a generated invoice (e.g. if in order is the same article on a few items, but in different auxiliary units, these items will be grouped by the indicated in the order units).

Once the trade document has been generated out of order, the resources, which are assigned to the reservations related with the order, will be collected.

3.1.15   Generating document out of purchase order

Creating a document out of order is possible only when the order has been confirmed and the confirmation is positive. Positive confirmation is performed in the window: Purchase order, in tab: Confirmation.

Below are the following documents, which can be generated out of purchase order:

- purchase invoice
- external acceptance
- internal income
- warehouse acceptance
- sales order
- import invoice
- external import invoice

The following steps to create a document out of a purchase order:

- On purchase orders list, select an order, out of which a document must be created;

- Click on the button: [Document type], located next to the button: [Convert into purchase invoice]. From the dropped down list, select a name of a document to be created.

Once the document has been selected, the program:

- creates a header of a new document by giving the next number, inserting a partner and setting all parameters according to the order;

- analyses all items of order and checks, for each one of them, if item on a trade document can be created. If a given item can be created, it is created according to the particular order item (quantity, prices, discount amount);

- generates particular payments once the specified elements have been generated (payments are generated according to the settings in tab Payments, in the window: Purchase order). Payments will be generated if a parameter: Generate payments, has been selected on a given document (SI, ER) definition and in the rights structure - if the conversion has been successfully performed, without errors, a window for the document, which was to be generated out of order, will be displayed.

> **ATTENTION:** If the field: Calculate item value while converting orders into invoices, has not been selected and the price/value have changed while generating the item (e.g. if selecting the field: quantity , price, value and price to grosz – on documents definitions to be generated), a warning about the change will be displayed in log.

3.1.16   Creating warehouse document on the basis of sales order

A warehouse document can be created only on the basis of positively confirmed order.

The following steps to create a warehouse document out of sales order:

- On the list of purchase orders, select an order, on the basis of which a warehouse document must be created;

- Click on the button: ▾ [Document type], located next to the button: [Convert into sales invoice]. From the dropped down list, select the item: Warehouse release. Conversion process to the document: Warehouse acceptance, will be run. If any errors occur during conversion (failed to create a warehouse document), a list of messages about these problems will be displayed.

- During conversion, the window: List of warehouses, will be displayed. The window allows to select a warehouse, from which a warehouse release is performed (if parameter: Sales from warehouse, on value: All items from one warehouse or All items from default warehouse, is set, the window will not be displayed). In a new document: Warehouse release, this warehouse will be inserted as default.

- Select a warehouse by clicking on the button: [Select] or pressing the key: <Enter> on the keyboard. Conversion process will continue. The window: Warehouse release, will be displayed. Fill in the window and save by clicking on the button: [Save].

Once the warehouse document has been generated out of order, the resources, which are assigned to the reservations related with the order, will be collected.

3.1.17   Creating warehouse document on the basis of purchase order

A warehouse document can be created only on the basis of positively confirmed order.

The following steps to create a warehouse document out of a purchase order:

- On the list of orders, select an order, on the basis of which a warehouse document must be created;

- Click on the button: ▾ [Document type], located next to the button: [Convert into purchase invoice]. From the dropped down list, select the item: Warehouse acceptance. Conversion process to the document: Warehouse acceptance, will be run. If any errors occur during conversion (failed to create a warehouse document), a list of messages about these problems will be displayed.

- During conversion, the window: List of warehouses, will be displayed. Select a warehouse. In a new document, this warehouse will be inserted as default.

⚠ ATTENTION: If parameter: All items from one warehouse or All items from default warehouse, has been set on document definition (window: Document definition POR, tab: Warehouses), the window: List of warehouses, will be displayed.

- Select a warehouse by clicking on the button: [Select] or pressing the key: <Enter> on the keyboard. Conversion process will continue. The window: Warehouse release, will be displayed. Fill in the window and save by clicking on the button: [Save].

3.1.18   Generating assembling job out of internal order

Assembling job, generated out of internal order, facilitates product delivery into a source warehouse.

The following steps to generate assembling job out of internal order:

- In the window: List of orders, in tab: Internal, indicate order, into which assembling job must be generated.

- Click on the button: ▾ and from the dropped down menu, select the option: Assembling job.
- A window: Assembling job, will be displayed. Fill in the window according to description in the module: Production. A source warehouse from the internal order, out of which the job has been generated, defaultly will be a target warehouse in a new job.

3.1.19 Generating IMI out of purchase order

IMI document can be generated out of purchase order if the order has been confirmed and its transaction type has been defined as:

- Intra-community,
- Other foreign (outside EU).

Moreover, a parameter: Include service SAD/ISI must be selected on order (in tab: Header).

The following steps to generate IMI out of purchase order:

- Select an order, into which IMI must be generated
- Click on the button: [Convert into purchase IMI invoice] or
- from the context menu (dropped down with the right mouse button once the order, out of which IMI must be generated, has been selected) select the option: Convert into IMI document.

> ⚠ ATTENTION: Currency change is available for edition on the generated IMI invoice. Currency rate differences, resulting from rounding, are possible while changing the currency.

> ⚠ ATTENTION: Impossible to generate IMI out of purchase order if the order is not related with the document EIA.

> ⚠ ATTENTION: Impossible to cancel/close the order, if it has not been completely handled – that is EIA, which is the last document in the path POR>IMI>SAD/ISI-IPI>EIA, has not been confirmed.

3.1.20 Generating IMI out of many purchase orders

Impossible to generate IMI out of many orders (similarly to the IMI generating process out of purchase order) if:

- the orders have not been confirmed and its transaction type has been defined as:
  - Intra-community,
  - Other foreign (outside EU).
- The parameter: Include service SAD/ISI (in tab: Header) has been selected on the orders.
- The orders have the common partner.
- The orders have the same currency and currency rate.

IMI document will be generated out of many orders by selecting particular orders on the list of orders and selecting the function: [Convert into import purchase invoice]. This function is also available from the menu dropped down with the right mouse button.

Elements grouping option will be unavailable while generating IMI (that is if the source orders have the same article, this article on IMI will appear separately on each item - adequately to a given order).

⚠️ ATTENTION: Impossible to cancel/close the order, if the order has not been completely handled – that is EIA, which is the last document in the path POR>IMI>SAD/ISI-IPI>EIA, has not been confirmed.

3.1.21 Generating EIA out of purchase order

EIA document can be generated out of purchase order if the order has been confirmed and its transaction type has been defined as:

- Intra-community,
- Other foreign (outside EU).

Moreover, a parameter: Include service SAD/ISI (in tab: Header) must be selected on order.

The following steps to generate EIA document out of purchase order:

- Select an order, into which EIA must be generated
- select the function: External import acceptance from the menu dropped down with the button: ▼(next to the button:).

EIA element, generated out of purchase order, will have a tab: Calculation, just like EIA generated manually (as the first document in the import purchases documentation path). More information about the EIA document can be found in the documentation of the module: Import.

3.1.22 Generating EIA out of many purchase orders

Impossible to generate EIA document out of many orders (similarly to the EIA generating process out of one purchase order) if:

- the orders have not been confirmed and its transaction type has been defined as:
  - Intra-community,
  - Other foreign (outside EU).
- The parameter: Include service SAD/ISI (in tab: Header) has been selected on the orders.
- The orders have the common partner.
- The orders have the same currency and currency rate.

The following steps to generate EIA document out of purchase order:

- Select an order, into which EIA must be generated
- select the function: External import acceptance from the menu dropped down with the button: ▼(next to the button:).

Items grouping option is not available while generating EIA (just like in case of IMI generation out of many orders). One EIA element will correspond to one element of order.

EIA element, generated out of purchase order, will have a tab: Calculation, just like EIA generated manually (as the first document in the import purchases documentation path). More information about the EIA document can be found in the documentation of the module: Import.

3.1.23 Generating one trade document out of many orders

In order to generate a trade document out of many orders, the following conditions must be fulfilled.

- compatible document type (SOR, IO, POR),
- compatible status of documents (confirmed or under execution),
- compatible partner,
- compatible Gross/Net flag of document,
- compatible owner,
- compatible method of order execution (Execute entire order or not),
- no generated warehouse documents,
- no advance invoices.

⚠️ ATTENTION: Mimo, że kontrahent główny, musi zgodny na zamówieniach, z których generowany jest dokument handlowy, to możliwa jest sytuacja by na tych zamówieniach był odmienny kontrahent docelowy.

The following steps to generate one trade document out of many orders:

- On the list of orders, select the orders, out of which a trade document must be generated. The mode multiselect, in which the orders are displayed, allows to select the orders (Pic. 3.47).

⚠️ ATTENTION: Possible to generate one trade document out of many orders also in the window: Partner history (tab: Orders). In this case, select the orders, out of which a trade document must be generated.
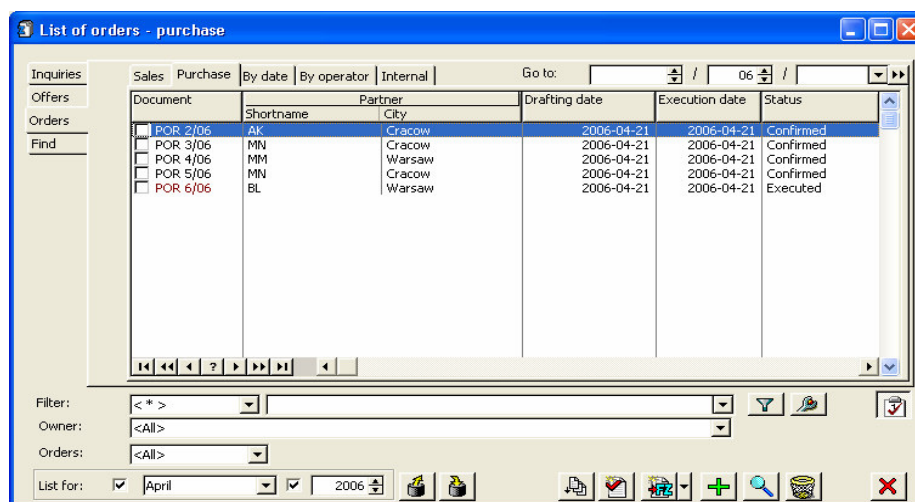
Pic. 3.47 Selection of orders, out of which a trade document will be generated.

- Click on the button: 🔲, 🔲, 🔲, 🔲, (depending on type of orders) or select a type of document to be generated by clicking on the button: ▌[Menu of available options]. Document generating process out of many orders will begin and the window: Orders conversion, will be displayed.

- In this window select orders' items grouping method. In will influence further grouping of orders' items in a trade document. The next grouped items of orders will create the following

sub elements to this item. If none grouping option is selected, each item of order will be assigned to a separate item in a trade document. The items are sorted by order execution date from header.
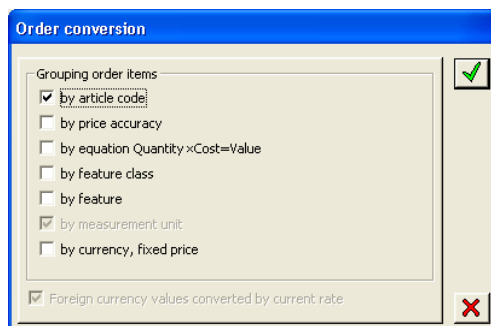
Pic. 3.48 Grouping items of orders.

- Once the necessary options have been selected, click on the button: [image] [Confirm]. A trade document, including items from selected orders, will be generated, example: Pic. 3.49. Description of trade documents can be found in the module: Sales.
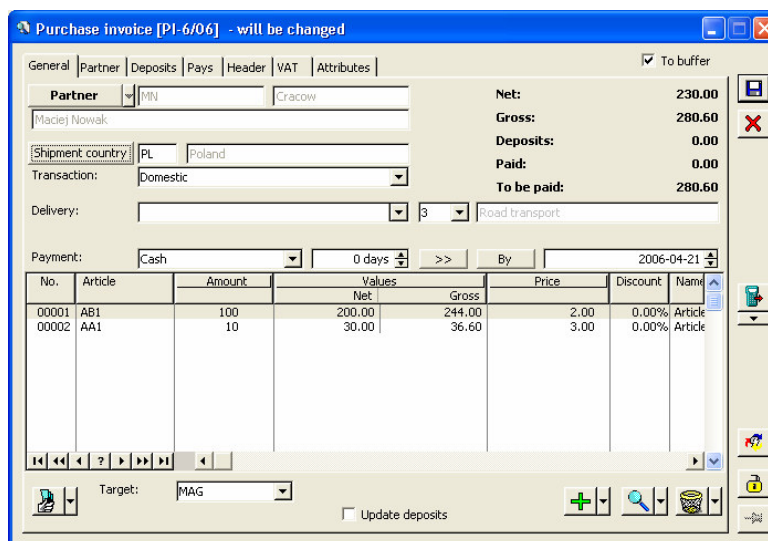
Pic. 3.49 Trade document generated out of many orders.

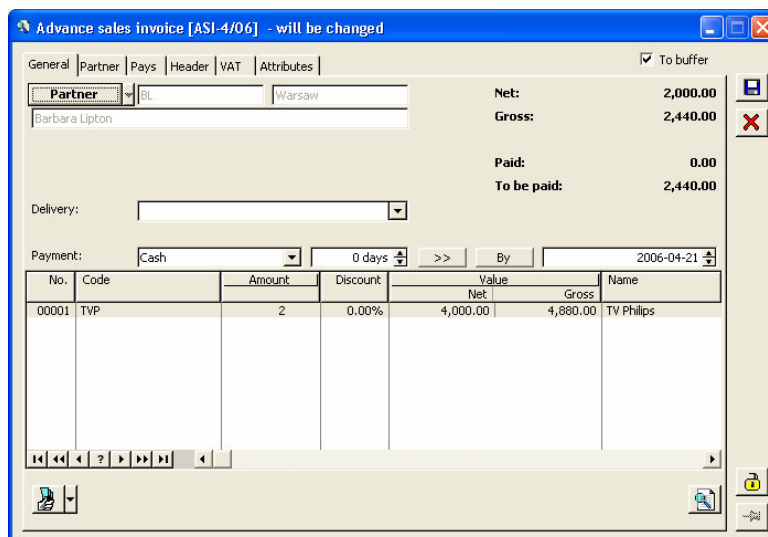### 3.1.24 Drafting advance invoice to order

The following steps to draft advance invoice:

- In the window: Sales order or in the window: Purchase order (depending on a type of order, for which an advance invoice must be drafted), in tab: Confirmation, confirm the order.
- In tab: Payments/Advances, in panel: Payment schedule, select payment, which an advance invoice must be drafted for, by selecting the field next to the payment with the left mouse button or by pressing the key <Space> on the keyboard and click on the button: [image] [New].
- The window: Payment to order, will be displayed.
- Fill in the window according to the description in chapter: 3.13 Payment to offer/order, by selecting the field: Advance to invoice and save changes by clicking on the button: [image] [Save

- In tab: Payments/Advances, in panel: Advance invoices, click on the button: ➕[Add invoice based on advances]. The window: Advance sales invoice or the window: Advance purchase invoice, will be displayed (Pic. 3.50), depending on a type of order, on which the advance for payment has been drafted.

Fill in the window and save the entered data by clicking on the button: 💾[Save changes].

Pic. 3.50 Advance sales invoice

3.1.25 Generating production job out of sales order

The following steps to generate production job out of sales order:

- On the list of sales orders, indicate an order, into which a production job must be generated.

> ⚠️ ATTENTION: The order must not be selected with the sign: ☑, because it will be impossible to generate PJ. The order should only be highlighted on the list.

- Drop down the menu with the button: ▼(next to the button: 🔲 or 🔲 - depending on transaction type, defined for the order: domestic/ Intra-community,/ other foreign) and select the function: Production job.
- A window: Production job, will be displayed. The window must be handled according to the description contained in the documentation of the module: Production and Assembling.
- A resource from INR, which was generated from the production job, will be automatically related with a reservation, which was generated for the source sales order (if it is a non-resource reservation).